

PREPARING FOR RETIREMENT

Three (3) years prior to retirement date:

- The annual maximum you are eligible to contribute to a deferred compensation account is \$36,000 (2016) for each of the three years prior to your retirement.

One (1) year prior to retirement date:

- Employees are advised to submit a request for Total Service Credit Verification, using the PERA Request Form available on PERA web site, local office, or at Retirement Seminar.
- If choosing to purchase prior service credit or uniformed service credit, submit a PERA request form to purchase “air time.”

Six (6) months prior to retirement date:

- Employee must visit the Albuquerque PERA office to complete their retirement application at least six months prior to retirement or, if using early retirement, 6 months prior to early retirement date.

90 days prior to retirement date:

- Upon completing the PERA retirement application, the employee must contact the Insurance & Benefits Division for an appointment with our Insurance & Benefits Specialist.
- Contact Deferred Comp. Representative for assistance with Sick/Vacation accrual rollovers and withdrawals.